

DUTY STATEMENT

Classification: Energy Commission Specialist III (EFF)	Position No. 420-4937-001
CBID: R10	Office: Standards Implementation
Date Prepared: April 25, 2014	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist III (EFF) is under the general direction of the Energy Resource Specialist III (Managerial) in the Standards Implementation Office of the Efficiency Division. The incumbent serves as the Energy Commission's top subject-matter expert and requires the broadest and most advanced levels of expertise in the field of statewide energy efficiency programs and policy, integrating Commission energy efficiency policies and programs with the California Public Utilities Commission (CPUC) and other state agencies. The incumbent shall be responsible for leading and coordinating Home Energy Ratings System (HERS) proceedings; developing policy documents and legislative proposals; and for representing the Energy Commission in collaborative processes. The incumbent will coordinate the activities of interdivisional and interdisciplinary staff to develop and implement compliance and enforcement programs. The incumbent shall also coordinate policy and program implementation with Energy Commission staff and management, other agencies, the Legislature, industry, advocacy organizations, and, as appropriate, the media. In addition, the incumbent is also responsible for intra- and inter-agency coordination of broader complex and sensitive program goals that mutually benefit the Energy Commission and the California Public Utilities Commission.

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

The Energy Commission Specialist III (EFF) provides expert consultation on a broad range of energy efficiency policy and program development areas, and provides briefings and testimony as needed to legislative bodies, outside state and federal agencies, Commission committees and Lead Commissioners, and staff of the Natural Resources Agency and Governor's Office. The incumbent is engaged in technical policy and program development that has extremely high legislative, media attention, and multi-state impact. More specifically:

- 30% Serve as the Energy Commission's policy and primary liaison for compliance and enforcement programs, policy coordination with other enforcement agencies, Governor's Office and members of the Legislature. Plan, organize, and direct the HERS oversight process, including pre-rulemaking and rulemaking processes consistent with the requirements of the Administrative Procedure Act. Lead and direct technical and program staff in analyzing complex, sensitive issues associated with Building Standards



implementation. Summarize compliance and enforcement issues, and present recommended actions to address them to division management, Executive Office and Commissioners. Act as a policy and program consultant to engage and work with stakeholders, including industry advocacy groups, and government agencies (federal, state, regional and local levels), to ensure their effective participation in the development of complete and thorough standards and policies. (E)

- 30% Serves as the Energy Commission's top policy and program lead for the compliance and enforcement of the Home Energy Ratings System Regulations in collaboration with key industry stakeholder groups. (E)
- 20% As the policy consultant and in consultation with expert staff, division management, the executive office, Commissioners and legislative advisors, coordinate and develop policy and legislative recommendations through the annual Integrated Energy Policy Report (IEPR) process. Direct technical and program staff in the development of policy and legislative recommendations related to energy efficiency, Building Standards, HERS program, compliance and enforcement, and outreach and education. Manage and direct the development of work products resulting from recommendations adopted under annual IEPR reports as directed by division management. (E).
- 10% As policy consultant for the Standards Implementation Office, prepare and testify at Energy Commission workshops and hearings or on behalf of the Energy Commission before legislative bodies, governmental entities, and agencies on compliance and enforcement issues. (E)
- 5% As policy consultant for the Standards Implementation Office, advise the Governor's Office, Commissioners, executive management staff, legislative bodies, governmental entities, and Building Industry organizations regarding compliance and enforcement policies, programs and technical issues. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Vacant Date </div> <div>Energy Commission Specialist III (EFF)</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Joan Walter Date </div> <div>Energy Resource Specialist III (Managerial)</div>